

UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT

Position Title:	Deputy Circuit Executive
Location:	Atlanta, Georgia
Opening Date:	April 4, 2022
Closing Date:	May 4, 2022 (or until filled)
Annual Starting Salary Range (JSP 15):	\$138,437 - \$176,300
Maximum Salary Potential (JSP 16):	\$187,300 Starting salary dependent upon qualifications and experience.

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Deputy Circuit Executive**. The position is located on-site at the Court of Appeals headquarters in Atlanta, Georgia. Applications are being accepted through **May 4, 2022**, or until the position is filled.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, a resume detailing background, experience, and qualifications and a self-edited writing sample of no more than five pages should be emailed in **one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate "**Deputy Circuit Executive**" in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

ABOUT THE OFFICE OF THE CIRCUIT EXECUTIVE: The Circuit Executive provides policy development, administrative and staff support to the Eleventh Circuit Judicial Council, a governing board of 19 federal judges with certain jurisdiction over the federal courts in the States of Alabama, Florida, and Georgia. The Circuit Executive also supports the Circuit Chief Judge and, as required, coordinates a wide range of administrative matters affecting all federal courts within the circuit including management and coordination of support staff for the Court of Appeals. Among others, areas of administration and coordination include planning and research; implementing policies; developing programs; finance and budgeting; procurement; space and facilities; information technology; special events and projects; conferences, security and emergency preparedness; human resources; workplace relations and employment dispute resolution; and state bar, inter-agency, and public relations. The Circuit Executive also provides staff support for Bankruptcy Judge and Federal Public Defender Merit Selection Panels. The Circuit Executive performs other duties outlined in Title 28 of the United States Code at Sections 332 (e) and (f).

POSITION OVERVIEW: The Deputy Circuit Executive is a senior-level management position reporting directly to the Circuit Executive, exercising broad supervisory and administrative responsibility for the Office of the Circuit Executive and acting for the Circuit Executive in her absence. Major responsibilities include assisting the Circuit Executive in the exercise of all duties outlined in Title 28, United States Code, § 332 and those assigned by the Judicial Council and the Court of Appeals; establishing and enforcing operating procedures and standards; directly supervising upper-level managers; and managing the day-to-day operations of the Office of the Circuit Executive. Management areas include budgeting; procurement; property accountability; space and facilities; emergency preparedness; security planning; information technology; workplace relations and employment dispute resolution; special events and projects; conferences; and support of judicial officers. The position requires extensive analytical and writing responsibilities. The position may require occasional carrying and/or lifting heavy files or objects. Travel may be required.

DUTIES AND RESPONSIBILITIES:

- Overall supervision of operational and administrative functions of the Office of the Circuit Executive.
- Direct supervision of a diverse group of professionals and upper-level managers.
- Assist in the development of organizational goals and objectives.
- Research, analyze, and synthesize statutes, policies, and regulations governing a wide range of issues including government fiscal and procurement law, canons of ethical behavior, personnel and employment matters, and judiciary practices and procedures. Provide expert and/or legal opinions regarding acceptable options and best practices.
- Prepare written memoranda, policies, and manuals for wide distribution to judicial officers and staff.
- Coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate and memorialize lessons learned during major projects and operations.
- Administer a complex personnel system to include hiring, evaluating, motivating, training, coaching and mentoring employees.
- Assist with the preparation and administration of a centralized budget; approve procurement actions; serve as a contracting officer.
- Study and recommend changes to organizational structure and individual job descriptions to maximize overall office efficiency and effectiveness.
- Supervise the planning and coordination of the biennial circuit judicial conference; high-level meetings; and special events such as investitures, dedications, and ceremonies.
- Interact courteously and professionally with judges and high-level government, legal, law enforcement, and private sector officials.

REQUIREMENTS:

- J.D. degree from an accredited law school.
- A minimum of ten years of progressively responsible administrative, professional, or legal experience, including at least five years of extensive and substantial management responsibility is required.

The successful applicant must have the ability to digest a substantial quantity of oral and written materials and produce clear, concise, and accurate written work product. Demonstrated excellent written and oral communications abilities and strong interpersonal and analytical skills are essential. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, integrity, courtesy, and diplomacy.

PREFERRED QUALIFICATIONS:

- A postgraduate degree in public, court, or business administration; or a related field.
- Experience working in a court environment.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All court employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)